Contents

Introduction

The Chicago Metropolitan Agency for Planning (CMAP), the regional planning organization for the seven counties of northeastern Illinois, announces the availability of funding for transportation projects through the Congestion Mitigation and Air Quality Improvement (CMAQ) program and the Transportation Alternatives Program (TAP). Both programs are funded through the Federal Highway Administration and initial estimates have $16 million in TAP (over two years) and $260 million in CMAQ funding (over five years) available for programming.

The CMAQ program is designed to fund several types of surface transportation projects which improve air quality and mitigate congestion. Northeastern Illinois receives CMAQ funding because the region does not meet federal air quality standards for ozone and fine particulate matter. The TAP program is designed to fund non-motorized transportation projects. More background on these programs can be found at www.cmap.illinois.gov/mobility/strategic-investment/cmaq and www.cmap.illinois.gov/mobility/strategic-investment/transportation-alternatives.

Deadlines and How to Apply

The call for projects begins on Friday, January 9, 2015 and ends at the close of business on **Monday, March 2, 2015**. Applications and all relevant materials will be posted at www.cmap.illinois.gov/mobility/strategic-investment/cmaq/program-development. To apply, submit the project application materials to dferguson@cmap.illinois.gov with the required attachments in PDF format. Applications are only accepted electronically. **Bicycle facility projects will automatically be considered for both CMAQ and TAP funding using the same application.**

Project applications submitted by local sponsor agencies are required to be reviewed by their Council of Mayors' Planning Liaison before submission. The Planning Liaison will review a sponsor's application and note any missing information to the sponsor. The sponsor will be responsible for sending the reviewed application to CMAP. The deadline for local sponsor agencies to submit their applications to the Planning Liaison is **February 16, 2015**. A list of the Planning Liaisons and their contact information is available at www.cmap.illinois.gov/cmaq/project-contacts. If you are unsure which subregional council you need to contact, a list of the councils can be accessed at the web address above.

Eligible Applicants and Projects

For the CMAQ program, eligible sponsors include any state agency or unit of government having the authority to levy taxes and those agencies authorized to receive FTA Section 5307 funding. Sponsors include but are not limited to counties, municipalities, townships, park districts, forest preserve districts and transit agencies. Project proposals from private for-profit

and non-profit organizations are welcome to submit for CMAQ, but they are required to partner with a public sponsor that meets the above conditions.

For the TAP program the eligible sponsors include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts, and any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails. IDOT is not an eligible sponsor of TAP-funded projects but may partner with an eligible project sponsor to carry out a project. The same is true for non-profit agencies.

Projects are eligible for CMAQ if they provide an air quality or congestion reduction benefit without increasing single occupancy vehicle capacity and do not simply maintain an existing facility. Projects considered in CMAP's program are generally one of the following types:

- Transit Improvement Projects
  - Transit Facility Projects
  - Transit Service and Equipment
  - Access to Transit Projects
- Traffic Flow Improvement Projects
  - Bottleneck Eliminations
  - Intersection Improvements
  - Signal Interconnects
- Bicycle Facility Projects
- Direct Emissions Reduction Projects
- Demonstration Projects
- Other – for projects not described above.

More details on the eligible CMAQ projects types are in the Program Description located on CMAP's CMAQ webpage, www.cmap.illinois.gov/mobility/strategic-investment/cmaq.

For TAP funding, only bicycle facility projects are eligible.

Eligible Project Phases and Required Match

Phase I Engineering

Phase I engineering will be the responsibility of the project sponsor to complete without CMAQ or TAP funding. All other phases -- including phase II engineering, right-of-way acquisition, construction (including construction engineering), and implementation -- are eligible for CMAQ or TAP funding. Sponsors may request CMAQ funding for phase I engineering based on a financial hardship. If phase I engineering funding is sought, funding for the later phases of the project cannot be requested until the next funding cycle (FY 18 – 22), and such funding is not guaranteed. Sponsors seeking funding for phase I engineering should contact CMAP staff before doing so. As a guideline, municipal sponsors have a hardship if they have tax capacity (the sum of sales tax base plus equalized assessed value divided by population) at or below $31,741, which is 25 percent of the regional median tax capacity. This threshold is drawn from

the GO TO 2040 Update Indicators and is discussed in detail, including mapping, in a 2013 CMAP Policy Update.

Remaining Phases

All eligible phases will be programmed at a maximum level of 80% federal funding for both CMAQ and TAP funding. The following exceptions only apply to the CMAQ program.

1. For transit project proposals where phase I and phase II engineering are not clearly defined, 70% of the engineering costs will be eligible for CMAQ funding at an 80% federal participation rate. All of the costs of the remaining phases are eligible for up to 80% federal participation.

2. For signal interconnect projects, phase II engineering costs will not be eligible for CMAQ funding.

3. For proposals involving private corporations in which an entire vehicle or engine is being purchased to replace a higher-emitting vehicle or engine, the funding levels will be addressed on a case-by-case basis up to a maximum 65% federal share. For proposals involving private corporations in which only the cost difference between a lower-emitting version of a vehicle/engine and a conventional one is being funded, an 80% federal share is acceptable.

4. Projects which qualify for a higher federal participation rate under federal guidelines will be considered on a case by case basis.

Soft match, including Transportation Development Credits, will be considered on a case-by-case basis. Federal requirements may restrict the situations in which soft match can be used, and IDOT policies must be followed. Sponsors must identify on the application form if soft match is requested.

Screening Criteria

1. For projects requiring phase I engineering, one of the following must occur by **July 1, 2015**:

    a. Design approval has been received;

    b. IDOT has certified that a final Project Development Report has been submitted for signatures; or

    c. IDOT has certified that a preliminary Project Development Report has been received with an accurate cost and clear scope established.

2. For transit projects that require engineering, the sponsor must demonstrate that sufficient work has been completed to establish accurate costs and a clear scope.

3. Bicycle facility projects must be featured in at least one formally adopted or approved bike plan, comprehensive plan, or other plan by a local government, subregional council, CMAP, or the State of Illinois.

4. Milestone schedules must be realistic and consistent with project phase accomplishment goals (described starting on page 16 below).

5. All projects considered for CMAQ funding must have an air quality benefit.

CMAQ Project Selection Process

The primary consideration for CMAQ projects is the cost-effectiveness of their air emissions reductions, measured as either the cost per kilogram of volatile organic compounds (VOC) reduced or the cost per kilogram of fine particulate matter (PM2.5) reduced. Projects will be ranked by their air quality cost-effectiveness within in their project type category.

Additional criteria will be measured for projects as secondary to the air quality cost-effectiveness and will be taken into consideration when evaluating projects for potential funding. These are referred to as Transportation Impact Criteria and will be scored on a 30-point scale by project type category. The Transportation Impact Criteria and their weights are as follows.

Project type	**Criteria and Weights**		
Highway	Reliability 15	Safety 5	On CMP network 10
Transit	Ridership 15	Reliability (transit service) or asset condition (transit facilities) 15	
Bicycle	Safety & attractiveness 10	Transit accessibility 10	Facility connectivity 10
Direct Emissions Reduction	Benefits sensitive population 20	Annual health benefits 5	Improves public fleets 5

Projects will be given additional consideration equal to another 10 points if they meet certain Regional Priorities outlined in GO TO 2040. The regional priorities identified for this call are:

1. Project is a component of a GO TO 2040 major capital project.
2. Project is for parking management, including parking pricing.
3. The zoning and urban design requirements in the area around a proposed transit project are supportive of transit (discussed under the "Scoring Transit Projects" section below).

The program of projects selected by the CMAQ Project Selection Committee will consider input from the four modal focus groups along with other factors such as geographic balance, project readiness, sponsor capacity and project mix. Once a project is found eligible by the required federal agencies, sponsors will be notified that they may initiate the project. The sponsor at that time will be also be notified of a mandatory implementation meeting that will provide sponsors with the information needed to initiate their projects.

Scoring for Highway Projects

Travel Time Reliability

Improving travel time reliability is a critical aspect of congestion relief. A project's ability to address travel time reliability is evaluated with a quantitative and a qualitative component. The quantitative portion is based on the planning time index (95th percentile travel time divided by free flow travel time) and has a maximum of **10 points**. The score is calculated based on the percentile shown in the middle column in the table below. PTI map is located on the CMAP website at http://tinyurl.com/mwpmst8. Points are assigned for each project as follows:

Maximum Approach PTI*	Percentile	Score
<= 1.40	0 - 50th	2
1.41 to 1.81	51st to 75th	4
1.82 to 2.55	76th to 90th	6
2.56 to 3.35	91st to 95th	8
3.36 and greater	>95th	10

* Maximum corridor PTI for signal interconnects and for bottleneck eliminations; maximum intersection leg PTI for intersection improvements.

The qualitative dimension of the score has a maximum of **5 points** and is developed by determining whether the project has any of the following characteristics or helps implement any of the following as part of a larger program:

Systematic Improvements	**Score**
Integrated Corridor Management	5
Work zone management (traveler information improvements)	5
Truck travel information systems	4
Strategies to improve transit on-time performance	4
Ramp metering	4
Road weather management systems	2
Special event management	3
Traffic signal interconnect	4
Adaptive signal control	5
Spot improvements:	
Highway-rail grade separation with more than 10K AADT and more than 10K annual minutes of delay lasting > 10 minutes	5
Implementation of effective crash reduction strategy (e.g., access	3

management) as part of highway improvement	
Highway-rail grade separation in ICC top 20 delay list	3
Highway-rail grade separation with more than 5K AADT and >5K annual minutes of delays lasting > 10 minutes	2
Other highway-rail grade separation	1
Incident Detection:	
Traffic Management Center (TMC) to TMC Communications	4
Computer-aided dispatch (911 call center) to (TMC) communications	4
Extension or improvement of real-time traffic surveillance on regional expressways and tollways, including video and detectors	3
Integration of real-time probe data into incident detection procedures	3
Establishment of detector health program	3
Incident Response:	
Expansion of response operations capabilities (e.g., minutemen)	5
Dispatch improvements, including center-to-operator and supervisor-to-operator communications (including supervisor-bus communications)	4
Response equipment (e.g., minuteman vehicles)	4
Incident Recovery:	
Expediting coroner's/medical examiner's accident investigation process	5
Dynamic message signs (DMS, multiple, including arterial DMS)	3
Incident-responsive ramp meters	3
Speed Management Systems	2
On-scene communication, coordination, and cooperation	2
Development and improvement of highway closure detour routes	2

Safety

Safety is a consideration for all highway projects, so if a project addresses a location with significant safety problems, it should be treated as a higher funding priority, other things being equal. Higher crash rates also are associated with nonrecurring congestion. Thus, a proposal receives **5** points if the project addresses an IDOT 5% report location and **0** if it does not. Since the local system requires mapping at a fine scale, these maps are not available on the web. Sponsors with candidate projects on the local system should contact CMAP or IDOT to determine whether they qualify. The 5% locations on the IDOT system are available through the respective county engineers.

Congestion Management Process Highway System

The regional Congestion Management Process (CMP) has identified a set of roadways on which it is particularly critical to minimize congestion. The score is **10** if the project is on the CMP network and **0** if not. The CMP map is located at http://tinyurl.com/of5abu7.

Scoring for Direct Emissions Reduction Projects

Improving the Condition of Public Fleets

Given the funding challenges of public agencies and the condition of public fleets, as a matter of policy a project improving public sector vehicles should be a higher priority than one benefitting the private sector. The score is **5** if the project improves publicly owned fleets and **0** if it does not.

Annual Health Benefits

Annual health benefits are calculated by US EPA's Diesel Emissions Quantifier (www.epa.gov/cleandiesel/quantifier/) at the county level and divided by annualized project costs. No points are given for a benefit/cost ratio less than $1.00. One point is given for a cost/benefit ratio of $1.00 and one point for each $0.50 above that, with a maximum of **5** points.

Benefits to Sensitive Populations

Impacts from fine particulate matter emissions may be more pronounced in children and older adults, who are especially susceptible to illnesses caused or exacerbated by exposure to fine particulate matter. Minority and poverty status likely influence susceptibility as well. The sensitive population index shows the relative proportions of persons in a census tract who are over 65, under 5, minority, and low-income. The sensitive populations index map, http://tinyurl.com/pfo6dns, provides an indication of a project's index score. Higher index values indicate greater sensitivity. To score a project, the sensitive population index is then multiplied by an estimate of the population benefiting from the project, the magnitude of the emissions reduction, and the time of exposure. The final project score is assigned 0 to **20** scale.

Scoring for Bicycle Facility Projects

Safety and Attractiveness Rating

The "safety and attractiveness rating" scores the improvement in conditions for biking that result from building a facility. A project score is calculated as the safety and attractiveness rating after project less the rating before project, as shown in the table below. For example, a protected bike lane built on an arterial with no bicycle accommodation presently would receive a score of 10 – 2 = 8. The score has a maximum value of **10**.

Narrative description	**Rating**
Impassable barrier for walking and bicycling	0
Arterial road with no bicycle accommodation	2
Arterial road with some bicycle accommodation, including marked shared lanes, and collector streets with no accommodation;	4
Low-speed, local streets with no bicycle accommodation	6
Unprotected bike lane; local and collector streets with full accommodation	8
Trail or arterial sidepath, cycletrack, protected bike lane, buffered bike lane	10

Connectivity

Connectivity measures how much a bicycle project improves the ability to get from place to place by bicycle. The connectivity score is the greater of either (a) the connectivity of bikeways resulting from the project (shown in the table below), or (b) the project's street network connectivity rating, measured with the pedestrian environment factor (see link for map). This maximum is then weighted by the land use diversity index (see link for map), which helps emphasize locations likely to generate short trips between nearby land uses conducive to cycling, to arrive at a final score. The score has a maximum value of **10**. In general, projects in locations with a better pedestrian environment (typically above a PEF of about 25) and more mixed land uses will score better under the street network connectivity measure.

The following table shows the assignment of points related to improving bikeway connectivity:

Connectivity of bikeways resulting from the project	Value assigned
Project fills a gap between existing bikeways	10
Project intersects an existing bikeway	6
Project extends an existing bikeway	3
Project is a new isolated bikeway segment.	0

Transit Accessibility Index

Measuring transit accessibility helps ensure that a bicycle facility provides a realistic alternative to auto use by evaluating the potential to link bicycling with transit for longer trips. The maximum score on this measure is **10** (since the transit accessibility index ranges from 1 – 5, the index is weighted by 2 to produce the score). A map of the transit accessibility index is available at http://tinyurl.com/nqxlyo7 and a full description of the calculation of the transit accessibility index is posted in the GO TO 2040 Update Indicator Methodology Appendix.

Scoring for Transit Projects

Ridership Increase

Increasing ridership is one of the key indicators in GO TO 2040, and it also helps to indicate the overall benefits of a transit project. With a maximum score of 15, projects are scored on their ability to increase transit ridership, as follows:

Increased ridership	Score
<254	3
255 - 436	6
437 - 1,002	9
1,002 - 1,829	12
>1,830	15

Travel Time Reliability

The travel time reliability score is composed of a quantitative measure of on-time performance (OTP) on the particular route with a qualitative evaluation of the project's impact on reliability. The travel time reliability criterion only applies to transit service and equipment. It takes a maximum of **15**, with 7.5 points coming from the quantitative measure.

On-time performance	**Score**
< 60%	7.5
60% - 70%	6.0
70% - 80%	4.5
80% - 90%	3.0
>90%	0

The qualitative element of the score is based on the presence of the reliability-enhancing features in the table below. Projects can receive up to 7.5 points in this area.

Rail	**Score**
New Vehicles	1.25
Upgraded Switches	1.25
Upgraded Power Supply	1.25
Positive Train Control	1.25
Station Consolidation	1.25
Track Improvements	2.50
Reduction of Freight/Vehicle/Pedestrian Interference	3.75
Bus	
New Vehicles	1.25
Queue Jump/Bypass Lanes	1.25
Off-board Fare Collection	1.25
Reduced Stops/Express Service	1.50
New Dispatching/Decision Support Systems	1.25
Passenger Vehicle Movement Restrictions	1.25
Transit signal priority	3.00
Multi-Door Boarding with Off-board Fare Collection	2.50
Bus-on-Shoulders	4.00
Managed Lanes	5.00
Dedicated Bus Way	7.50
Far-side Stops	1.25
Bus Stop Upgrades	1.25
Near Level Boarding	3.00

For new service, an upgrade to conventional fixed route service will take a score based on the OTP of the local service on the route plus a qualitative score based on the reliability-enhancing features of the project.

Existing Asset Condition

Other things being equal, it is more important to fund a transit facility or purchase new equipment where these assets are in worse condition. On the project application form, sponsors will need to provide the condition of the asset they are improving from the RTA asset inventory. Condition is rated based on a 1 – 5 scale. This criterion only applies to transit facilities. Entirely new facilities will receive a score of **0**.

Narrative description	**Score**
Excellent/Does not currently exist	0
Good	3.75
Adequate	7.50
Marginal	11.25
Worn	15

Transit-Supportive Land Use

One of the Regional Priorities is to promote transit investments in areas where zoning and urban design requirements are transit-supportive. This will be scored as follows:

<table>
<tr><th>Max Score</th><th>Criteria</th></tr>
<tr><td>5</td><td>Up to 3 points will be awarded based on the permitted density for residential and non-residential land uses within one-half mile of the transit station. If more than one residential or non-residential classification is zoned within the station area, points will be assigned to the classification with the highest permitted density.

Points will be assessed based on both residential and non-residential densities. If the two categories yield different point totals, the average of the two point totals will be awarded.

Permitted Densities:
<table>
<tr><th>Residential (DU/buildable acre)</th><th>Non-Residential (FAR)</th><th>Points</th></tr>
<tr><td>< 6</td><td>≤ 1.0</td><td>0</td></tr>
<tr><td>> 6 and ≤ 10</td><td>> 1.0 and ≤ 2.0</td><td>0.5</td></tr>
<tr><td>> 10 and ≤ 16</td><td>> 2.0 and ≤ 3.0</td><td>1.0</td></tr>
<tr><td>> 16 and ≤ 24</td><td>> 3.0 and ≤ 4.0</td><td>2.0</td></tr>
<tr><td>> 24</td><td>> 4.0</td><td>3.0</td></tr>
</table>
AND

Up to 2 points will be awarded based on innovative parking requirements, which supports denser development by increasing space available for other uses (one</td></tr>
</table>

	point for each strategy implemented): • Reduced minimum parking requirements • Enacted maximum parking requirements • Shared parking permitted • In-lieu parking fees permitted • Enacted bicycle parking requirements • Off-street parking is required behind or underneath buildings • Off-street parking is permitted off-site
2.5	Up to 5 points will be awarded for the **presence of mixed-use zoning** within one-half mile of transit project (2.5 points for each strategy implemented): • Zoning allows vertical mixing of uses (e.g., residential units above ground-level retail or office). • Zoning allows pedestrian-friendly diverse land uses (e.g., drugstores, groceries, dry cleaning, banks, restaurants, gyms, hardware stores, libraries, etc.). • Zoning excludes car-dependent land uses (e.g., drive-through stores, strip malls, etc.). Communities that have implemented form-based codes may require additional qualitative analysis from CMAP staff to ensure their zoning meets the above standards.
2.5	Up to 2.5 points will be awarded based on pedestrian-friendly designs currently implemented within one-half mile of transit station (one point for each strategy implemented): • Continuous sidewalks on both sides of street • Short block lengths/high intersection density • Marked pedestrian crosswalks • ADA accessibility features (curb ramps, truncated dome mats, accessible pedestrian signals, etc.) • Enhanced pedestrian crossing strategies (in-road "Stop for Pedestrians" signs, pedestrian refuges, signals and timers, etc.) • Traffic calming strategies (bump-outs, road diets, speed bumps, neighborhood traffic circles, chicanes, etc.) • Lighting, street furniture, and streetscape beautification • Zoning requires building facades to be located close to sidewalks

Scoring Other CMAQ Projects

Some projects may not fit neatly into any of the categories above, and the CMAQ program at CMAP has an "Other Projects" submission form to accommodate these funding requests. For

these projects, no transportation impact criteria would be used and the project will only be evaluated on the cost-effectiveness of emissions reduction.

TAP Project Selection Process

All bicycle facility projects submitted will be evaluated for both CMAQ and TAP funding. If bicycle facility projects meet the screening criteria they will be evaluated on a 100-point scale using the criteria discussed below. When developing the proposed program, timely implementation will be considered as a major factor in project selection. Staff may request to have discussions with sponsors to verify project details and assess complications that might affect project readiness.

The CMAP Bicycle and Pedestrian Task Force will be consulted during the development of the recommended program. Following program approval by the CMAP Transportation Committee, CMAP Board, and MPO Policy Committee, the sponsor will then be notified of a mandatory implementation meeting that will provide sponsors with the information needed to initiate their projects.

Scoring Bicycle Facility Projects

Completion of Regional Greenways and Trails Plan

GO TO 2040 specifically recommends prioritizing greenway trails in the programming of Transportation Enhancements (now Transportation Alternatives) funding. GO TO 2040 also uses miles of trails completed as an indicator of plan implementation. Thus, completion of the regional trail network is an important criterion. More information and the Greenways and Trails Plan map is available on the Greenways and Trails Plan webpage.

Narrative description	Score
Connects two existing trail sections	30
Extends an existing regional trail	25
Builds a new isolated section of planned regional trail	20
Builds a new facility that intersects an existing regional trail	10

Market for Facility

Other things being equal, a better facility is one that is likely to receive more use. Population and employment density in the area served by the facility is the criterion used to evaluate anticipated usage. Points are assigned by quartile. A map of density quartiles in the region is available at http://tinyurl.com/ocscg55.

Population and employment density	Score
Top quartile of region	30
Second quartile	24
Third quartile	16

Lowest quartile	8

Safety and Attractiveness Rating

The design of a bicycle or pedestrian facility influences the likelihood and safety of using it. The "safety and attractiveness rating" awards points for improvements in conditions for biking that result from building a facility. A project score is calculated as the safety and attractiveness rating after project less the rating before project, as shown in the table below. For example, a protected bike lane built on an arterial with no bicycle accommodation presently would receive a score of 30 – 6 = 24. The score has a maximum value of **30**.

Narrative description	**Rating**
Impassable barrier for walking and bicycling	0
Arterial road with no bicycle accommodation	6
Arterial road with some bicycle accommodation, including marked shared lanes, and collector streets with no accommodation;	12
Low-speed, local streets with no bicycle accommodation	18
Unprotected bike lane; local and collector streets with full accommodation	24
Trail or arterial sidepath, cycletrack, protected bike lane, buffered bike lane	30

Bonus

Given the importance of timely project implementation, bonus points will be awarded to projects that have no ROW or easements to obtain (**5 points**) and for which phase II engineering is already complete (**5 points**).

Selection Process Timeline

Date (2015)	**Action**
January 9	Call for projects released
January ?	Workshop for prospective applicants
February 16	Planning Liaison review deadline
March 2	Applications due by the end of business day
March-June	Project evaluation and focus group review of applications
July 1	Cutoff for obtaining design approval or submission of PDR documents
July	Project Selection Committee considers proposed CMAQ program and Transportation Committee considers proposed TAP program
August	Public comment period
September	Transportation Committee considers proposed TAP and CMAQ programs
October	CMAP Board and MPO Policy Committee consider proposed programs
November	Federal eligibility determination (CMAQ only) and funding notification

*Schedule is subject to change.

Accomplishment Goals and Milestones

CMAQ Accomplishment Goals

Each phase of an approved CMAQ-funded project will be subject to an accomplishment goal. An individual phase will have the year in which it is originally programmed in plus two additional years (3 years total) to meet the accomplishment goal for the phase. For projects administered through Federal Highway Administration (FHWA), the accomplishment goals are defined as:

1. Phase I engineering – design approval
2. Phase II engineering – pre-final plans submitted to IDOT
3. ROW acquisition – ROW certified by IDOT
4. Construction – construction has been let for bid
5. Implementation – received federal authorization

For projects administered through Federal Transit Administration (FTA), the accomplishment goal is simply FTA grant approval for the phase.

If a phase is not accomplished in the year it is programmed plus two additional years, all remaining funding that is not federal obligated will be removed from the guaranteed program and the project will be considered deferred.

Deferred project phases can be brought back into the program, but only if readiness is demonstrated as defined in the CMAQ Programming and Management Policies (www.cmap.illinois.gov/cmaq/active-program-management-policies) and there is unprogrammed funding available. If a project has multiple phases that have been deferred, only one phase at a time may come back into the program and subsequent phases will remained deferred until they are able to demonstrate readiness. More information on deferred projects and project scope and cost changes can be found at www.cmap.illinois.gov/mobility/strategic-investment/cmaq/program-management-resources.

TAP Milestones

To ensure that projects proceed in a timely way, sponsors of projects funded with TAP must meet interim milestones. For projects not requiring easements or right-of-way (ROW) acquisition, the following milestones should be met:

- By the end of February 2016, project sponsors must submit locally-executed agreements for phase II engineering to IDOT (if phase II engineering will be federally funded).
- By the end of April 2016, a phase II engineering kickoff meeting between the sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By the end of June 2016, pre-final plans must have been submitted to IDOT.
- By the end of September 2016, federal authorization of construction must have taken place.

For projects requiring easements or ROW acquisition, the following milestones should be met:

- By the end of February 2016, project sponsors must submit locally-executed agreements for phase II engineering to IDOT (if phase II engineering will be federally funded)
- By the end of April 2016, a phase II engineering kickoff meeting between the project sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By the end of June 2016, plats and legal documentation must have been prepared.
- By the end of September 2016, appraisals must have been prepared.
- By the end of March 2016, ROW negotiations must be concluded.
- By the end of June, 2018, pre-final plans must have been submitted to IDOT.
- By the end of September 20118, ROW must be certified by the IDOT Bureau of Land Acquisition.
- By the end of September 2018, federal authorization of construction must have taken place.

Status updates will be requested after every milestone listed above. If three milestones are missed or it is clear that a project is falling severely behind schedule, CMAP staff may bring the project to the Transportation Committee to request its removal from the program due to lack of progress.

Increases in project costs will be the responsibility of sponsors and additional TAP funds will not be available beyond the initial programmed amounts. Minor scope change requests may be submitted to CMAP staff, which will be responsible for making changes in the TIP for consideration at the following Transportation Committee meeting.

General Considerations for Federal Funding

Projects carried out using CMAQ and TAP funds must comply with applicable provisions in title 23 of the United States Code dealing with Federal-aid highways, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway. Applicants are urged to familiarize themselves with title 23 requirements.

Federal aid, including CMAQ and TAP funding, is generally most efficiently used for substantial facility improvements. The administrative burden of a federal-aid project can be substantial. Thus, a small project is often best accomplished with local funds to avoid this burden. For help understanding the federal-aid process, IDOT has developed the *Mechanics of Project Management: FHWA Process for Project Implementation*, which is available at http://tinyurl.com/poa45h5.

One of the federal requirements for project implementation is that the project has logical termini. The cost estimates and project application forms should reflect this requirement. This may require extensive cooperation among governments. For example, a trail may logically extend beyond the borders of the sponsoring municipality. For more information on logical

termini, contact the IDOT Bureau of Local Roads and Streets staff at www.cmap.illinois.gov/cmaq/project-contacts.

Application Checklist

- ☐ Project application form

- ☐ Supplementary forms specific to the type of project:
    a. Input Module Worksheets (traffic flow improvement projects only) - before and after the improvement
    b. Commuter Parking Structure Supplement (parking structure projects only)

- ☐ Detailed cost estimate

- ☐ Project milestone schedule (bicycle facility, commuter parking and traffic flow improvement projects only)

- ☐ Copy of pages from formally adopted or approved plan if not available online (bicycle facility projects only)

All application forms and supplemental forms are available at http://www.cmap.illinois.gov/mobility/strategic-investment/cmaq/program-development. Applications submitted that are missing any of the following **will not be considered for funding**:

- A complete Project Financing & Funding Request section on the first page of the main project application form.
- Detailed Estimate of Costs
- The Input Module Worksheet for traffic flow improvement projects only.
- Planning Liaison signoff certifying that applications from local agency sponsors have been reviewed for completeness.

For any other missing information, CMAP staff or the Planning Liaisons will contact the sponsor and the sponsor will have 30 days from contact to provide the missing information.

Contact Information

For questions or assistance, contact your Planning Liaison, www.cmap.illinois.gov/cmaq/project-contacts, or Doug Ferguson, CMAP's program manager for CMAQ and TAP, at 312.386.8824 or dferguson@cmap.illinois.gov.